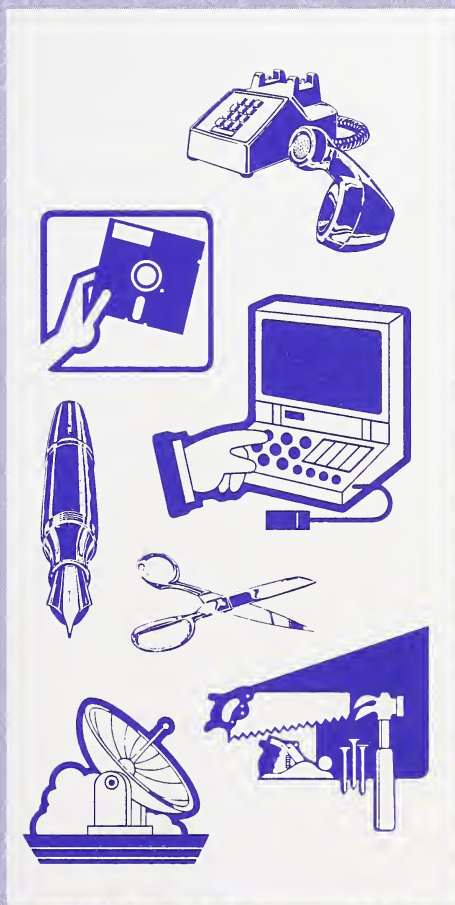




United States Department of State

A Guide to Doing BUSINESS



December 1996

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Bureau of Administration
Office of Small and Disadvantaged Business Utilization


Revised December 1996



United States Department of State

**A Guide to Doing
BUSINESS**

December 1996



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Introduction

A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1700 North Lynn Street, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections:

Section A (1) summarizes the Department's procurement program; (2) describes the Department's acquisition under the Diplomatic Security Act; and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts.

Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, and (2) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU).

Section C lists subcontracting opportunities available through the Department's larger prime contractors.

Section D lists contacts for trade and investment-related issues.

Section E lists other Department of State and other government publications and subscriptions that may be of interest to the reader.

A Guide to Doing Business With the Department of State is also available on Internet. The GOPHER address is gopher://dosfan.lib.uic.edu.70

The WEB address is <http://www.state.gov> (Go to State Department Administration).

Dept. of State acquisition home page is <http://www.statebuy.Inter.net/home.htm>

A/SDBU Mission Statement

The mission of the Department of State, Office of Small and Disadvantaged Business Utilization (OSDBU) is to ensure that a fair share of the Department's acquisitions are placed with small, disadvantaged, and women-owned firms. The OSDBU develops policies and implements actions that will enhance procurement opportunities for small, disadvantaged/minority, and women-owned businesses in accordance with public law.

The OSDBU serves as advocate, counselor, trainer, and provider of liaison services to the small business community. These services are administered through participation in outreach activities including interagency-sponsored conferences, one-on-one counseling, and group training seminars.

Table of Contents

| | |
|---|------|
| Acquisition Program Profile | A-3 |
| DOS Grant and Cooperative Agreement Opportunities..... | A-8 |
| Credit Card Sales | A-9 |
| Regional Procurement and Support Office | |
| U.S. Embassy/Bonn | A-10 |
| U.S. Embassy/Tokyo | A-10 |
| U.S. Embassy/Singapore..... | A-11 |
| Florida Regional Center..... | A-12 |
| Top-Spending Posts | A-13 |
| Largest Number of Contract Actions by Post..... | A-13 |
| Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986..... | |
| | A-14 |
| Notification of Metric Transition..... | A-15 |
| User-Office Contacts..... | A-16 |
| Alternative Disputes Resolution..... | A-16 |
| Requests for DOS Contracts, Etc. | A-17 |
| Points of Contact for State Department Information | |
| Technology Matters | A-29 |
| Department of State General Services and Administrative Officers | |
| | A-30 |
| Mailing Address Form..... | A-31 |
| Department of State Foreign Service Posts | A-32 |
| Abbreviations and Symbols | A-38 |
| Memo to Small, Disadvantaged, and Female (SD&F) | |
| Business Owners | B-3 |
| Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)..... | |
| | B-5 |
| Subcontracting Opportunities | C-3 |
| Contacts for Trade and Investment-Related Issues..... | D-3 |
| Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting | |
| | D-5 |
| Commercial Posts of the Department of State (Posts With No FCS Presence)..... | |
| | D-7 |
| Superintendent of Documents Order Form | E-3 |

Table of Contents—Continued

Electronic Services

| | |
|--|-----|
| EC/EDI Fact Sheet (The Basics) | E-5 |
| Electronic Commerce Resources Centers (ECRCs) | E-7 |
| FAR on CD-ROM..... | E-7 |
| OSDBU Bulletin Board..... | E-7 |
| Foreign Affairs on the Internet | E-8 |
| Internet Address for the FAR and FIMR | E-8 |
| Small Business Administration On-Line Assistance | E-9 |

Section A

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.**
- (e) Facilities maintenance services.

* The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a multiyear plan to accomplish this migration.

** The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 16 major procuring activities. Following is a list of the Department's 16 major acquisition activities:

1. Office of Acquisitions (A/OPR/ACQ)
Department of State
P.O. Box 9115, Rosslyn Station
Arlington, VA. 22219
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

2. Office of Foreign Buildings Operations (A/FBO/AP/AD)*
Department of State
SA-6, Room L-600, P.O. Box 12248
Rosslyn Station
Arlington, VA. 22219
Tel. (703) 875-6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

3. Office of Language Services (A/OPR/LS)
Department of State
Main State, Room 2214
Washington, D.C. 20520-2214
Tel. (202) 647-1528

Limited small purchase authority involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)
Department of State
SA-29, Room 245
Washington, D.C. 20522-2902
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

* Organization is FACNET certified

5. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)*
Department of State
SA-43, 3920 Pender Drive
Fairfax, VA 22030
Tel. (703) 302-7908 or 302-7840

Lease or purchase of information technology supplies and services, i.e., telecommunication circuitry and subsystems for worldwide use. Samples of subsystems are: modems, multiplexors, electronic switches, network management systems, professional services, etc.

6. Office of Foreign Missions (DS/OFM)
Department of State
SA-33, Room 357
Washington, D.C. 20520-3301
Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U.S. missions overseas and foreign missions in this country.

7. Foreign Service Institute (NFATC)
Department of State
4000 Arlington Blvd.
Arlington, VA 22204-1500
Tel. (703) 302-7141

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

8. Office of International Conferences (IO/OICA)
Department of State
Main State, Room 1428A
Washington, D.C. 20520-6319
Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

* Organization is Interim FACNET certified

9. Bureau of Population, Refugees and Migration (PRM/C)
Department of State
SA-1, Room 1215
Washington, D.C. 20522-0112
Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting worldwide refugee matters.

10. United States Mission to the United Nations (USUN)
799 UN Plaza, Room 312
New York, N.Y. 10017
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)
Department of State
SA-6, Room 1139
Washington, D.C. 20522-0602
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office
Florida Regional Center
Department of State
Ft. Lauderdale, FL 33309-5242
Tel. (954) 630-1166

Procurement for services and personal property procured in the United States in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions
Program Office (IM/RM/MFA)
Department of State
IM/RM/MFA, Room 200A, SA-15
Washington, D.C. 20522-0835
Tel. (703) 875-4801

Limited procurement authority for major systems buys (those exceeding \$50 million) or as directed by the Deputy Assistant Secretary for Information Management or the

Procurement Executive. The office will play a major role in formulating a competitive solicitation for modernization of the Department's information systems.

Other specialized procuring activities are described below:

14. Bureau of International Narcotics & Law Enforcement (INL/C)
SA-44S
Washington, D.C. 20520
Tel. (202) 776-8718

Has authority to enter into small purchases, orders against GSA schedule contracts, and personal services contracts pursuant to the Foreign Assistance Act of 1961, as amended.

15. The Library (IM/IS/OIS/LR)
Department of State
Main State, Room 2442C
Washington, D.C. 20520
Tel. (202) 647-2196

Has authority to enter into small purchases and orders against GSA schedule contracts for the acquisitions such as newspapers, books, maps, and periodicals.

16. Amembassy Bonn-RPSO*
PSC 117 Box 185
APO AE 09080
Tel. (011) 49(228)339-2044

Full range of commodities and services for posts in Europe, Africa and Middle East. Worldwide medical acquisitions.

17. State Department Foreign Service Posts

Designated employees at State Department's Embassies and Consulates abroad have Certificates of Appointment from the Procurement Executive. These certificates, or warrants, provide authority to execute procurement actions up to \$100,000, and in some cases, at higher levels, without further approval from the Procurement Executive being required. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-3) or to the purchasing agents listed in the footnote on page A-25.

NOTE: Key Officers booklet is available free of charge via Bureau of Public Affairs Internet address: <http://www.state.gov>

* Organization is FACNET certified

DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS)
Department of State
Room 245, SA-29
Washington, D.C. 20522-2902
Ms. Barbara La Brie
Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES)
Department of State
Room 7821, Main State
Washington, D.C. 20520
Mr. Jim Lewis
Tel. (202) 647-3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES)
Department of State
Room 404, SA-5
Washington, D.C. 20522-0504
Ms. Susan Nelson
Tel. (202) 736-9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Population, Refugees & Migration (PRM)
Department of State
Room L505, SA-1
Washington, D.C., 20522-0105
Ms. Emily Krantz
Tel. (202) 663-1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD)
Department of State
3rd Floor, SA-10
Washington, D.C. 20522-1003
Ms. Donna Taylor
Tel. (202) 663-0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Credit Card Sales

The Government's VISA card is called "International Merchant Purchase Authorization Card" or IMPAC. It is issued to certain Department employees under a delegation of purchase authority to pay for certain types of small purchases (no single purchase may exceed \$2,500) such as office supplies, copier supplies, and maintenance; books and subscriptions; and repair of property and equipment (other than building property). Firms that accept IMPAC, and which wish to market their product to the Department should direct their attention to page A-28 for a partial list of cardholders. To learn more about accepting the IMPAC, VISA credit card, you may contact your local bank and ask for a "VISA Merchant Account" or call First Bank Systems' Customer Service at 1-800-945-4689.

A single-award schedule contract for Government-wide commercial purchase card IMPAC service using the VISA purchase card has been implemented. The current contract GS-23F94031 (Federal Supply Schedule-Industrial Group 615, Industrial Class 6153), is a mandatory source for the Department. The IMPAC program is under the direction of the General Services Administration and is operated by Rocky Mountain BankCard System in Denver, Colorado. It is designed to meet the requirements of the Government for purchases that do not exceed \$2,500 per transaction. Merchants who want information about accepting VISA cards should either contact their local banks or call Rocky Mountain BankCard System for assistance. The number is 1-800-945-4689.

Regional Procurement and Support Office

U.S. Embassy/Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in Europe, the Near East, Africa, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1996, RPSO/Bonn purchased over \$35 million in goods and services, much of which was from U.S. vendors. The majority of these purchases are under \$100,000 ("simplified acquisition"). Acquisitions include: medical supplies and equipment, computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services.

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to Charles Krips, Director, or Lisa Million, Assistant Director, RPSO/Bonn, c/o American Embassy/Bonn, PSC 117 Box 1851, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-49-333-575).

U.S. Embassy/Tokyo

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1995, RPSO/Tokyo purchased over \$19 million in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Alvin Chen, Director, RPSO Tokyo, c/o American Embassy/Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable. (FAX 011-81-3-3505-1862).

U.S. Embassy/Singapore

In October 1993, the Department of State formally opened a Regional Procurement Support Office (RPSO) under the U.S. Embassy in Singapore, Republic of Singapore. RPSO Singapore supports the procurement needs of the American Embassy in Singapore, including those Federal agencies attached to the Embassy, and other American Embassies and Consulates in the East Asian region.

As the RPSO Singapore is being newly established, historical procurement data is of somewhat limited value. In Fiscal Year 1995, Embassy Singapore purchased approximately \$3 million in goods and services; the majority of these purchases were under \$100,000 ("simplified acquisition"). Supplies purchased by RPSO Singapore are expected to include heating and air-conditioning equipment, tires, medical supplies, electrical supplies, small appliances, consumer and office electronics, automobiles, construction materials and supplies, publications, household appliances, office equipment, construction materials, computer equipment and software, and household and office furniture. Services are expected to include commercial support services (cleaning, gardening, security guards), computer services, facility rentals, equipment leases, small architect-engineer and construction services, and airfreight and shipping services.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, to James Tyckoski, Director, RPSO Singapore, American Embassy Singapore, FPO AP 96534-0001. Small, small minority-owned, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable (FAX 011-65-338-4550).

Florida Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Florida Regional Center located in Ft. Lauderdale, FL. RPSO—FL was established to support the procurement needs of the American Embassies, Consulates, or other posts located in the Central/South American, Caribbean, and certain West African countries.

In Fiscal Year 1995, RPSO—FL purchased over \$2,000,000 in goods and services. The majority of these purchases were under \$100,000 ("simplified acquisition"). Purchases include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies; construction materials/supplies; household/office furniture; printing requirements; and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and airfreight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO—FL should forward descriptive literature on their product/service line(s), including prices, to John Hilliard, Director, RPSO—FL, Florida Regional Center, 4000 N. Andrews Drive, Ft. Lauderdale, FL 33309. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO—FL. For additional information, you may also call (305) 630-1166 or FAX (954) 630-1165.

Top-Spending Posts for FY-1995

(extracted from *Competition Advocates' Report*)

(in U.S.\$)

| | |
|-----------------------------|-------------------|
| The Hague, Netherlands..... | over \$47 million |
| London, England..... | over \$44 million |
| Bonn, Germany | over \$32 million |
| Tokyo, Japan..... | over \$19 million |
| Paris, France | over \$17 million |
| Vienna, Austria..... | over \$10 million |
| Frankfurt, Germany..... | over \$9 million |
| Athens, Greece..... | over \$9 million |
| Rome, Italy..... | over \$9 million |
| Bangkok, Thailand | over \$9 million |
| Seoul, South Korea..... | over \$8 million |
| Mexico City, Mexico | over \$6 million |
| New Delhi, India..... | over \$5 million |
| Cairo, Egypt | over \$5 million |
| Amman, Jordan | over \$5 million |
| Brasilia, Brazil..... | over \$5 million |
| Santiago, Chile..... | over \$5 million |

Largest Number of Contract Actions by Post

| | |
|----------------|------------|
| Bonn | La Paz |
| Paris | Bridgetown |
| Warsaw | Jakarta |
| Geneva | Lima |
| London | Cairo |
| New Delhi..... | Tokyo |
| Bangkok..... | Vienna |
| Santiago | Frankfurt |

More detailed information on post-specific statistical data is available in the Department of State's Annual Competition in Contracting Report. To receive a copy, contact the Competition Advocate on (703) 516-1697.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the Commerce Business Daily and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing Embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Wanda Besson at the following address:

Department of State
A/FBO/AP/AD
SA-6, Room L 600
Washington, D.C. 20522-0604
Telephone: (703) 875-6297

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State
DS/ST/CMP
SA-10, 7th Floor
Washington, D.C. 20522-1003
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Spencer Brown of the Department's Physical Security Division at the address listed on page A-20.

Firms interested in performing services related to Embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE/CSM
SA-6, Room 711
Washington, D.C. 20522-0602
Attn: Mr. Ray Williams
Telephone: (703) 516-1637

Department of State
DS/PSD/CSB
SA-6, 8th Floor
Washington, D.C. 20522-0602
Attn: Mr. Spence Brown
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 95/96, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Rio de Janeiro, Brazil; Panama City, Panama; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Sofia, Bulgaria; Harare, Zimbabwe; Berlin, Germany; Buenos Aires, Argentina; Havana, Cuba; Guatemala City, Guatemala; Port-au-Prince, Haiti; Tegucigalpa, Honduras; Asuncion, Paraguay; Athens, Greece; Zagreb, Croatia; Prague, Czech Republic; London, England, United Kingdom; Paris, France; Reykjavik, Iceland; Rome, Italy; Vilnius, Lithuania; Warsaw, Poland; Lisbon, Portugal; Madrid, Spain; and Stockholm, Sweden.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Ms. Mary Ackerman
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1687

Alternative Disputes Resolution

The Administrative Dispute Resolution Act of 1990 and the National Performance Review of 1993 encouraged agencies to use Alternative Dispute Resolution (ADR) techniques in resolving disputes. Executive Order 12979, Agency Procurement Protest, signed October 26, 1995, calls for agency heads to establish administrative procedures for resolving bid protests at the agency level "as an alternative" to outside protest forums.

Formal litigation of these matters is a long and costly process that oftentimes establishes an adversarial relationship between the Government and the private sector. ADR, on the other hand, includes a wide range of resolution techniques, tends to be less costly, and is far more efficient than litigation. It also keeps resolution of the matter within the control of the disputants. The parties choose the ADR method of resolution; establish the rules of engagement; determine who will be the decisionmakers; define the issues; and otherwise control the entire process.

Some of the ADR techniques that may be used include minitrials, mediation, factfinding, and arbitration. Resolution of the matter is approached from a "partnership" standpoint, with a common goal to preserve the business relationship and avoid the costs and delays so often experienced in formal litigation. We encourage use of ADR whenever possible.

Requests for DOS Contracts, Etc.

Copies of current contracts, or other Department of State documents, may be requested through the Freedom of Information Act (FOIA), 5 U.S.C. 552. Department regulations applicable to FOIA requests are in Volume 22 of the Code of Federal Regulations, Part 171. In general, FOIA requests must be submitted in writing containing enough information about the documents requested to permit the Department to locate them with a reasonable amount of effort. Requesters also must state their agreement to pay any applicable processing costs in their request letters. (See 22 C.F.R. §171.13–15). Requests should be addressed to:

The Office of Freedom of Information,
Privacy and Classification Review
S/FPC, Room 1512
Department of State
Washington, D.C. 20520
(Telephone inquiries number: 202–647–6070)
(Fax number: 202–647–5159)

Architectural, Engineering, and Design Services (Construction)

- a. Office of Foreign Buildings
Room L600, SA–6
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875–6282
- b. Office of Small & Disadvantaged Business Utilization
Room 633, SA–6
Mr. Louis Pruitt
(Program Coordinator) Telephone: (703) 875–6586
- c. Office of Real Property Management (Domestic)
Room 1878, M.S.
Mr. Tom Sgroi Telephone: (202) 647–2852

Audio-Visual Services and Products

- a. Publishing Services Division
Room B847, M.S.
Ms. Regina Cross Telephone: (202) 647–1082
- b. General Services Division
Room B–258, M.S.
Mr. Royce Rock Telephone: (202) 647–1634

- c. Foreign Service Institute (FSI/EX/AVF)
Room F1328, SA-42
Mr. Tom Bash

Telephone: (703) 302-6788

- d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 380A, SA-11
Ms. Brenda Sprague

Telephone: (703) 204-6240

Building Interior Furnishings (Foreign)

- a. Office of Foreign Buildings
Room 1201, SA-6
Ms. Vivien Woofter

Telephone: (703) 875-6263

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

- a. General Services Division
Room B2A61, M.S.
Mr. John Silva (transportation)

Telephone: (202) 647-3628

Ms. Shirley Beard (labor services)

Telephone: (202) 647-3611

- b. Office of Operations
Facilities Management and Support Services
Room B2A61, M.S.
Mr. Frank Bright

Telephone: (202) 647-6001

Building Maintenance and General Services (Foreign)

- a. Office of Foreign Buildings
Room L100 and L200, SA-6
Mr. Peter Wood

Telephone: (703) 875-5044

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

- a. Office of Foreign Buildings
Mr. Fred Bunke (Moscow)
Room 1139, SA-6

Telephone: (703) 875-5796

Ms. Wanda Besson
Room L600, SA-6

Telephone: (703) 875-6297

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Cartographic Services

- a. Office of the Geographer
Room 8742, M.S.
Mr. William Wood

Telephone: (202) 647-2021

Catering Services

- a. Office of Protocol
Room 1238, M.S.
Mr. Harland Lee

Telephone: (202) 647-1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

- a. Office of Information Management/Special Operations
(IM/SO/TO/MT)
Room 214, SA-21
Mr. Lee Rainer

Telephone: (703) 912-8350

Mr. Wesley J. Lincoln

Telephone: (703) 912-8441

Computer Supplies and Accessories

- a. Office of Information Management (IM/SO/DO/FADPC)
Room 12B63, M.S.
Ms. Christine Liu

Telephone: (202) 647-4192

Mr. Edward Courlang
Room 200, SA-29

Telephone: (202) 647-7811

- b. Office of Acquisition
Ms. Millie Pugliese

Telephone: (703) 516-1711

- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Construction Services (Foreign)

- a. Office of Foreign Buildings
Room L600, SA-6

Mr. William Smayda (Const. Management)
Room 703, SA-6

Telephone: (703) 875-6300

Mr. Louis Pruitt (Program Coordinator)
Room 633, SA-6

Telephone: (703) 875-6586

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 245, SA-29
Mr. Ernest N. Mannino

Telephone: (703) 875-7800

- b. Foreign Service Institute
Room F2125, SA-42
Ms. Jayetta Oates

Telephone: (703) 302-7233

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- a. Bureau of Diplomatic Security
Mr. Spencer Brown
Room 804, SA-6

Telephone: (703) 875-6570

Engineering Services (Construction)

- a. Office of Foreign Buildings
Ms. Patricia Regalo-Warren
Room L600, SA-6

Telephone: (703) 875-6276

Mr. Harry Marinos (electrical)
Room 310C, SA-6

Telephone: (703) 875-6143

Mr. Robert Gardner (mechanical)
Room 324, SA-6

Telephone: (703) 875-6216

Mr. Sedat Asar (structural)
Room 343, SA-6

Telephone: (703) 875-6190

- b. Office of Real Property Management, Design,
and Construction Division (Domestic)

Mr. Tom Sgroi
Room 1878, M.S.

Telephone: (202) 647-2852

- c. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/ES)
SA-10, 7th Floor
Mr. Jim Frank (Security R&D)

Telephone: (202) 663-0708

- b. Office of Information Management/Voice Operations/Maintenance
Room 214, SA-21
Mr. Wesley Lincoln
Mr. Lee Rainer

Telephone: (703) 912-8441

Telephone: (703) 875-4993

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

- a. Office of Foreign Buildings Operations
Mr. Christopher Hullinger (asbestos)
Room L 200, SA-6
Mr. Stephen C. Urman (Safety, Health and
Environmental Management Services)
Room L-300, SA-6

Telephone: (703) 875-5742

Telephone: (703) 875-4137

- b. Office of Operations, Facilities, Management, and Support Services
Mr. Frank Bright
Room B2A61, M.S.

Telephone: (202) 647-6001

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

- a. Office of Foreign Buildings
Room 412, SA-6
Ms. Vivien Woofter

Telephone: (703) 875-6263

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Peter Siegwald at (703) 875-6023.

- b. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips

Telephone: 011-49(228)339-2044

Information Management Support Services

- a. Office of Information Management

Mr. Edward Courlang
SA-29, Room 200

Telephone: (703) 875-7811

Ms. Christine Liu
Room 1921, M.S.

Telephone: (202) 647-4192

Mr. Yang Kim
SA-29, Room 200

Telephone: (703) 875-7771

Mr. Robert Obenstine
Room 12B63 M.S.

Telephone: (202) 647-7528

- b. Bureau of Consular Affairs

Room W711, SA-1
Mr. Alan Dahl

Telephone: (202) 663-1121

- c. Office of Passport Services

Room 338, SA-17
Ms. Agnes Liptak

Telephone: (202) 955-0253

- d. Foreign Service Institute

Room F3313, SA-42
Ms. Linda Coble

Telephone: (703) 302-6755

- e. Bureau of Diplomatic Security

SA-10, 6th floor (DS/OA/SYS)
Mr. Robert Cobert

Telephone: (202) 663-6438

- f. Office of Financial Management, System Development,
and Maintenance Division (FM/FS/DM)

SA-15, Room 4520
Ms. Cecelia Holson

Telephone: (703) 875-6912

- g. Office of Information Resources Management (S/S-IRM/SMD)

Room 7530
Mr. Kenneth Matthiesen

Telephone: (202) 647-0867

- h. Office of Modernization and Coordination (IM/PD/OMC)

Room 4428, M.S.
Mr. Jim Casey

Telephone: (202) 647-4678

- i. Office of Modernization and Coordination (IM/PD/OMC)

(for information on DOS Modernization)
Room 4428, M.S.
Mr. John LaPolla

Telephone: (202) 647-0281

- j. Bureau of Personnel (PER/EX/IM)
Room 1818, M.S.
Ms. Donna Cooper Stange Telephone: (202) 647-1264
- k. Office of Information Management, Major FIP
Acquisition Program Office (IM/RM/MFA)
SA-15, Room 200A
Ms. Ronne Rogin Telephone: (703) 875-4801
- l. Amembassy Bonn-RPSO
PSC 117 Box 185
APO AE 09080
Mr. Charles Krips Telephone: 011-49(228)339-2044
- m. Bureau of Intelligence and Research (INR/EX)
Room 6510, M.S.
Mr. Mike Wiseman Telephone: (202) 647-6549

International Political and Economic Affairs and Research

- a. Bureau of International Narcotics and Law Enforcement Affairs
SA-44, 1st Floor
Mr. Tim Henderson Telephone: (202) 776-8718

Labor Services

- a. General Services Division
Room 1493, M.S.
Ms. Shirley Beard Telephone: (202) 647-3611

Language/Translation Services

- a. Office of Language Services
Room 2214, M.S.
Mr. Harry Obst Telephone: (202) 647-1528

Library/Subscription Services

- a. Office of Information Services/Library
Room 3239, M.S.
Ms. Alpha Rose* Telephone: (202) 647-1875

Machine and Equipment Maintenance/Repair (other than ADP)

- a. Office of Operations
Room B2A61, M.S.
Mr. Frank Bright Telephone: (202) 647-6001

*Manages Department's Commercial Library Program.

Medical Services/Supplies

- a. Medical Services
Room L202, SA-1
Ms. Maria Melchiorre

Telephone: (202) 663-1748

Mental Health Care/Services

- a. Office of Medical Services
Employee Services Division
Room L127, SA-1
Ms. Anne Weiss

Telephone: (202) 663-1908

Room 5914, M.S.

Telephone: (202) 647-4929

Microfilming/Micrographics

- a. Office of Information Services/Records Management Staff
(IM/IS/RA/RM)
Room B238A, M.S.
Mr. John Cruce

Telephone: (202) 647-7123

Networking/Telecommunications

- a. Diplomatic Telecommunications Program Office
(DTS/PO/Admin/ACQ)
SA-34
Mr. Victor White

Telephone: (703) 912-7908

- b. Digital Systems Programs (SO/DO/DSP)
Room 2921, M.S.
Mr. Robert Bubniak (domestic)
Mr. Wesley J. Lincoln
Tele. Systems (overseas)

Telephone: (202) 647-4300

Telephone: (703) 912-8441

Overseas Employee Associations*

Manufacturers and distributors interested in selling wholesale grocery products,

*CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future conference/trade shows, please contact Mr. Clint Kiser:

Office of Commissary and Recreation Affairs
A/OPR/ST/CR
State Annex 6, Room 600
U.S. Department of State
Washington, D.C. 20522-0602
Tel: (703) 875-6088

For information on Department of Defense Commissary/Exchange System, see page B-12.

exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

a. Office of Commissary and Recreation Affairs (A/OPR/ST/CR)

Room 600, SA-6

Washington, D.C. 20522-0602

Ms. Diane DeVivo, Director

Telephone: (703) 875-6078

FAX (703) 875-6105

(See page A-36 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts are annotated with an asterisk (*).)

**Publishing, Printing, Reproduction
Equipment/Supplies, & Editorial Services**

a. Office of Information Services

Room 1758, M.S.

Mr. Howard Gadsick

Telephone: (202) 647-2517

Mr. Gregory Liverpool

Telephone: (202) 647-3835

Recycled Products (Construction and Janitorial Supplies Only)

a. Office of Facilities Management and Support Services (OPR/FMSS)

Room 1481, M.S.

Mr. Calvin Dubose

Telephone: (202) 647-6003

Safety and Rescue Equipment

a. Bureau of Diplomatic Security (DS/CMP/SDE)

SA-10, 7th Floor

Mr. Jim Frank

Telephone: (202) 633-0722

b. Office of Foreign Buildings

Room L100, SA-6

Mr. Bruce Sincos

Telephone: (703) 875-6983

Small Purchases*

a. Office of Acquisition

Room 528, SA-6

Ms. Millie Pugliese

(small purchases branch chief)

Telephone: (703) 516-1711

*FSU, the Office of Acquisition's Foreign Service Unit in the Department of State, serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market Embassies in specific geographic regions may do so directly, using the list beginning on page A-31, or may contact the following small purchase agent: Peter Siegwald (703) 875-6023

See pp. A-4 through A-7 for other organizations having small purchase authority.

Computer Supplies and Accessories

Ms. Millie Pugliese

Telephone: (703) 516-1711

Carpeting/Draperies

Mr. Neil Reilly

Telephone: (703) 875-6021

Furniture

Mr. Neil Reilly

Telephone: (703) 875-6021

Training**

- a. Office of Civil Service Career Development and Assignments
Room 2429, M.S.
Ms. Theresa A. Manly Telephone: (202) 647-7252
- b. Office of Equal Employment Opportunity and Civil Rights
Room 4216, M.S.
Ms. Azucena Vasquez Telephone: (202) 647-9040
- c. Foreign Service Institute
National Foreign Affairs Training Center
Room F2210, SA-42 Telephone: (703) 302-7141

Mr. Gary D. Crawford (Language) Telephone: (703) 302-7242

Ms. Christine Fulena (Clerical/Administrative) Telephone: (703) 302-4140

Mr. Richard Jackson (Area Studies)
SA-42, Room F3422 Telephone: (703) 302-6858

Ms. Patsy Patten (Contracting Officer)
SA-42, Room F2125 Telephone: (703) 302-6774
- d. Office of Information Management (IM/TE/OT)
P.O. Box 3050
Warrenton, VA 22186
Ms. Mary Jo Lange Telephone: (703) 557-1834
- e. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. David Haas Telephone: (703) 204-6188

**The State Department Training Programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Vivian Bethea, Acting Director, OSDBU, at OPM on (202) 606-1464 for information.

Transportation/Packing/Shipping/Storage (Household Effects)

a. Office of Transportation

Room 1056, M.S.

Mr. Ed Davis

Telephone: (202) 647-4091

Mr. Harry Lundy (Contracts)

Telephone: (703) 875-6014

Warehousing/Material Handling Equipment

a. Office of Information Management (IM/SO/LO/LG)

SA-21, Room 221

Ms. Elizabeth Pratt

Telephone: (703) 912-8400

b. Bureau of Diplomatic Security (DS/PEL/SEM)

SA-7, Room 109

Mr. Stuart Rettie

Telephone: (703) 644-3326

c. Office of Foreign Buildings Operations (FBO/OPS/FIR)

Department of State

7644 Dynatech Ct.

Springfield, VA 22153

Mr. Mike Bryce

Telephone: (703) 644-2055

d. Office of Operations (A/OPR/ST/SD/SSC)

Department of State

7958 Angus Court

Springfield, VA 22153

Mr. Jim Flanagan

Telephone: (703) 644-3281

e. Florida Regional Center (FRC)

Administrative/General Services Officer

Department of State

4000 North Andrews Avenue

Ft. Lauderdale, FL 33309-5242

Telephone: (954) 630-1100

* * * * *

For further information contact:

Mrs. Durie White

Operations Director, Office of Small and

Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6824

Mr. Gregory Mayberry
Associate Operations Director, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6823

Mr. Louis Pruitt
Foreign Buildings Program Coordinator, Office
of Small and Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones
Procurement Analyst, Office of Small and
Disadvantaged Business Utilization
Room 633, SA-6
Washington, D.C. 20522-0602

Telephone: (703) 875-6822

POINTS OF CONTACT FOR STATE DEPARTMENT INFORMATION TECHNOLOGY MATTERS:

| Bureau | POC | Telephone |
|---------------|--------------------------------|--------------|
| DTS-PO/SG | Robert Olson, Systems Grp. | 703/302-7955 |
| A/FBO/RMO/IRM | Mike Regardie | 703/516-1580 |
| A/IM/IS/OIS | Frank Sass | 202/647-6762 |
| A/IM/PD/OMC | Ken Alms | 202/647-1759 |
| A/IM/SO | Ken Loff | 202/647-1001 |
| A/IM/RM | Frank Machak | 202-647-2521 |
| S/S-EX | Daniel McIe, Dir., IRM | 202/647-2977 |
| OIG/AUD | Andrea Leopold, IM Div. | 703/284-2600 |
| OIG/PPM | Ken Kobilarcik, Syst. Support | 703/284-1803 |
| A/EX/IRM | Greg Ellis, Chief | 202/647-9821 |
| CA/EX/CSD | Travis Farris | 202/663-1101 |
| CA/PPT/TD | Carol Becker | 202/955-0253 |
| DS/CIS/ISD | Jules Romagnoli | 202/663-0019 |
| E/EX | Theresa Simmington/Jack Price | 202/647-1932 |
| FMP/EX | Lisa Chichester, Syst. Support | 703/812-2376 |
| M/CIO | Eliza McClenaghan | 202/647-2226 |
| M/OFM/Systems | Paul Garcia | 202/895-3546 |
| INR/EX/IS | Gilbert Crampton | 202/647-7549 |
| ARA/EX | Sharon Otto/Valerie Strickler | 202/647-4478 |
| INL/RM/MS | Tim Henderson | 202/776-8718 |
| L/EX/IS | Peter DiMichele | 202/647-8323 |
| M/EX | Maria Melchiorre | 202/663-1748 |
| OES/EX | Michael Bishton | 202/647-4349 |
| M/DGP/PC | Patrick Folan | 202/647-0409 |
| PM/EX | Bie Fox | 202/736-7401 |

Department of State

General Services and Administrative Officers

| <u>Bureau</u> | <u>Title</u> | <u>Telephone</u> | <u>Room</u> | <u>Zip Code</u> |
|------------------|--------------------------|------------------|----------------|-----------------|
| A/EX | Administrative Officer | 202-647-8883 | 3800, M.S. | 20520-6310 |
| A/FBO/RMO | General Services Officer | 703-875-6355 | 1300, SA-6 | 20522-0602 |
| A/IM/RM | Administrative Officer | 202-647-4398 | 4428, M.S. | 20520-4437 |
| AF/EX | General Services Officer | 202-647-1298 | 3517, M.S. | 20520-3430 |
| ARA/EX | General Services Officer | 202-647-3318 | 3260, M.S. | 20520-6258 |
| CA/EX | General Services Officer | 202-647-1158 | 4820, M.S. | 20520-4818A |
| DS/EX | General Services Officer | 202-663-0660 | 8th Fl, SA-10 | 20522-1003 |
| EAP/EX | General Services Officer | 202-647-9054 | 4313A, M.S. | 20520-6310 |
| EB/EX | General Services Officer | 202-647-2720 | 6820, M.S. | 20520-5818 |
| EUR/EX | General Services Officer | 202-647-5954 | 5428, M.S. | 20520-6511 |
| H | General Services Officer | 202-647-1714 | 7260, M.S. | 20520-7261A |
| INL/C | Administrative Off. | 202-647-4867 | 1st Fl., SA-44 | 20520-7310 |
| INR/EX | General Services Officer | 202-647-1080 | 6639, M.S. | 20520-6510 |
| IO/EX | General Services Officer | 202-647-9326 | 1509, M.S. | 20520-6319 |
| L/EX | Administrative Officer | 202-647-8323 | 5519, M.S. | 20520-6317 |
| M/DGP/MED/ EX | General Services Officer | 202-663-1611 | 209A, SA-1 | 20522 |
| M/FMP/EX | Administrative Officer | 202-647-8675 | 1328, M.S. | 20520-7427 |
| M/FSI/EX | General Services Officer | 703-302-6729 | F2205, SA-42 | 20522-4201 |
| M/OFM/AO | General Services Officer | 202-895-3511 | 358, SA-33 | 20522 |
| NEA/SA/EX | General Services Officer | 202-647-3269 | 4245, M.S. | 20520-6258 |
| OES/EX | Administrative Officer | 202-647-3622 | 7821, M.S. | 20520-7818 |
| OIG/PPM/EX | Administrative Officer | 202-647-7091 | 6827, M.S. | 20520-6817 |
| PER/EX | Administrative Officer | 202-647-8118 | 3811, M.S. | 20520-2810 |
| PM/EX | General Services Officer | 202-647-1110 | 3817, M.S. | 20520-7320 |
| PRM/EX | General Services Officer | 202-663-1520 | 1251, SA-1 | 20522-0112 |
| S/CPR/EX | Administrative Officer | 202-647-1700 | 1238, M.S. | 20520-1238 |
| S/S/EX | General Services Officer | 202-647-7457 | 7511A, M.S. | 20520-7512 |

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the Key Officers of Foreign Service Posts booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

The *Key Officers of Foreign Posts* booklet referenced in the Mailing Address Form may be accessed on Internet via the Department of State Foreign Affairs Network (DOSFAN). To access DOSFAN:

Gopher: [dosfan.lib.uic.edu](gopher://dosfan.lib.uic.edu)

URL: <gopher://dosfan.lib.uic.edu/dosfan.html>

WWW: <http://www.State.gov>

Department of State Foreign Service Posts*

| Location of Office | Type of Office |
|---------------------------------|-------------------|
| Abidjan, Cote d'Ivoire* | Embassy |
| Abu Dhabi, United Arab Emirates | Embassy |
| Accra, Ghana* | Embassy |
| Adana, Turkey | Consulate |
| Addis Ababa, Ethiopia* | Embassy |
| Alexandria, Egypt | Consulate General |
| Algiers, Algeria* | Embassy |
| Almaty, Kazakhstan | Embassy |
| Amman, Jordan* | Embassy |
| Amsterdam, Netherlands | Consulate General |
| Ankara, Turkey* | Embassy |
| Antananarivo, Madagascar* | Embassy |
| Apia, Western Samoa | Embassy |
| Ashgabat, Turkmenistan | Embassy |
| Asuncion, Paraguay* | Embassy |
| Athens, Greece* | Embassy |
| Auckland, New Zealand | Consulate General |
| Baghdad, Iraq* | Embassy |
| Baku, Azerbaijan | Embassy |
| Bamako, Mali* | Embassy |
| Bandar Seri Begawan, Brunei | Embassy |
| Bangkok, Thailand* | Embassy |
| Bangui, Central Arab Republic | Embassy |
| Banjul, The Gambia* | Embassy |
| Barcelona, Spain | Consulate General |
| Barranquilla, Colombia | Consulate |
| Beijing, China* | Embassy |
| Beirut, Lebanon | Embassy |
| Belfast, Northern Ireland, U.K. | Consulate General |
| Belgrade, Yugoslavia* | Embassy |
| Belize City, Belize | Embassy |
| Berlin, Federal Rep. of Germany | Branch Office |
| Bern, Switzerland | Embassy |
| Bilbao, Spain | Consulate |
| Bishkek, Kyrgyzstan | Embassy |
| Bissau, Guinea-Bissau | Embassy |

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

** Embassy Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. Charles Krips.

Location of Office**Type of Office**

| | |
|----------------------------------|-------------------|
| Bogota, Colombia* | Embassy |
| Bonn, Federal Rep. of Germany* * | Embassy |
| Brasilia, Brazil* | Embassy |
| Bratislava, Slovak Republic | Embassy |
| Brazzaville, Congo* | Embassy |
| Bridgetown, Barbados* | Embassy |
| Brisbane, Australia | Consulate |
| Brussels, Belgium* | Embassy |
| Brussels, Belgium | USNATO |
| Bucharest, Romania* | Embassy |
| Budapest, Hungary* | Embassy |
| Buenos Aires, Argentina* | Embassy |
| Bujumbura, Burundi* | Embassy |
| Cairo, Egypt* | Embassy |
| Calcutta, India | Consulate General |
| Calgary, Canada | Consulate General |
| Canberra, Australia* | Embassy |
| Cape Town, South Africa | Consulate General |
| Caracas, Venezuela* | Embassy |
| Casablanca, Morocco | Consulate General |
| Cebu, Philippines | Consulate |
| Chengdu, China | Consulate General |
| Chiang Mai, Thailand | Consulate General |
| Chisinau, Moldova | Embassy |
| Ciudad Juarez, Mexico | Consulate General |
| Colombo, Sri Lanka* | Embassy |
| Conakry, Guinea* | Embassy |
| Copenhagen, Denmark* | Embassy |
| Cotonou, Benin* | Embassy |
| Curacao, Netherlands Antilles | Consulate General |
| Dakar, Senegal* | Embassy |
| Damascus, Syria* | Embassy |
| Dar Es Salaam, Tanzania* | Embassy |
| Dhahran, Saudi Arabia* | Consulate General |
| Dhaka, Bangladesh* | Embassy |
| Djibouti, Djibouti* | Embassy |
| Doha, Qatar | Embassy |
| Dubai, United Arab Emirates | Consulate General |
| Dublin, Ireland* | Embassy |
| Durban, South Africa | Consulate General |
| Dushanbe, Tajikistan | Embassy |

Posts annotated with an asterik (*) operate Overseas Employee Associations.

| Location of Office | Type of Office |
|--|--------------------------|
| Edinburgh, Scotland, U.K..... | Consulate General |
| Florence, Italy..... | Consulate General |
| Frankfurt Am Main, Federal Rep. of Germany*..... | Consulate General |
| Freetown, Sierra Leone*..... | Embassy |
| Fukuoka, Japan..... | Consulate |
| Gaborone, Botswana*..... | Embassy |
| Geneva, Switzerland*..... | Branch & Mission Offices |
| Georgetown, Guyana*..... | Embassy |
| Guadalajara, Mexico*..... | Consulate General |
| Guangzhou, China..... | Consulate General |
| Guatemala City, Guatemala*..... | Embassy |
| Guayaquil, Ecuador..... | Consulate General |
| Hague, The Netherlands..... | Embassy |
| Halifax, Canada..... | Consulate General |
| Hamburg, Federal Rep. Germany*..... | Consulate General |
| Hamilton, Bermuda..... | Consulate General |
| Harare, Zimbabwe..... | Embassy |
| Havana, Cuba..... | USINT |
| Helsinki, Finland*..... | Embassy |
| Hermosillo, Mexico..... | Consulate |
| Hong Kong, Hong Kong*..... | Consulate General |
| Islamabad, Pakistan*..... | Embassy |
| Istanbul, Turkey*..... | Consulate General |
| Izmir, Turkey..... | Consulate General |
| Jakarta, Indonesia*..... | Consulate General |
| Jeddah, Saudi Arabia*..... | Consulate General |
| Jerusalem, Jerusalem..... | Consulate General |
| Johannesburg, South Africa..... | Consulate General |
| Kaduna, Nigeria..... | Consulate General |
| Kampala, Uganda*..... | Embassy |
| Karachi, Pakistan*..... | Consulate General |
| Kathmandu, Nepal*..... | Embassy |
| Kavala, Greece* (relay) | |
| Khartoum, Sudan*..... | Embassy |
| Kiev, Ukraine..... | Embassy |
| Kigali, Rwanda*..... | Consulate General |
| Kinshasa, Zaire*..... | Embassy |
| Kingston, Jamaica*..... | Embassy |
| Kolonia, Micronesia..... | Embassy |
| Koror, Palau..... | USLO |
| Krakow, Poland..... | Consulate General |

Posts annotated with an asterik (*) operate Overseas Employee Associations.

| Location of Office | Type of Office |
|------------------------------------|-------------------|
| Kuala Lumpur, Malaysia* | Embassy |
| Kuwait, Kuwait* | Embassy |
| La Paz, Bolivia* | Embassy |
| Lagos, Nigeria* | Embassy |
| Lahore, Pakistan* | Consulate General |
| Leipzig, Federal Rep. of Germany | Consulate General |
| Liberia (relay) | |
| Libreville, Gabon | Embassy |
| Lilongwe, Malawi* | Embassy |
| Lima, Peru* | Embassy |
| Lisbon, Portugal* | Embassy |
| Lome, Togo* | Embassy |
| London, England, U.K.* | Embassy |
| Luanda, Angola | USLO |
| Lubumbashi, Zaire | Consulate General |
| Lusaka, Zambia* | Embassy |
| Luxembourg, Luxembourg | Embassy |
| Madras, India* | Consulate General |
| Madrid, Spain* | Embassy |
| Majuro, Marshall Islands | Embassy |
| Embassy Malabo, Equatorial Guinea | Embassy |
| Managua, Nicaragua* | Embassy |
| Manama, Bahrain | Embassy |
| Manila, Philippines | Embassy |
| Maputo, Mozambique | Embassy |
| Maracaibo, Venezuela | Consulate |
| Marseille, France | Consulate General |
| Martinique, French Caribbean Dept. | Consular Agency |
| Maseru, Lesotho | Embassy |
| Matamoros, Mexico | Consulate |
| Mazatlan, Mexico | Consulate |
| Mbabane, Swaziland | Embassy |
| Medan, Indonesia | Consulate General |
| Melbourne, Australia | Consulate General |
| Merida, Mexico | Consulate |
| Mexico City, D.F., Mexico* | Embassy |
| Milan, Italy | Consulate General |
| Minsk, Belarus | Embassy |
| Monrovia, Liberia* | Embassy |
| Monterrey, Mexico | Consulate General |
| Montevideo, Uruguay* | Embassy |

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

| Location of Office | Type of Office |
|--|----------------------------|
| Montreal, Canada*..... | Consulate General, ICAO |
| Moscow, Russia*..... | Embassy |
| Mumbai, India..... | Consulate General |
| Munich, Federal Rep. of Germany..... | Consulate General |
| Muscat, Oman*..... | Embassy |
| Nagoya, Japan..... | Consulate |
| N'Djamena, Chad*..... | Embassy |
| Naha, Japan..... | Consulate General |
| Nairobi, Kenya*..... | Embassy, UNEP |
| Naples, Italy..... | Consulate General |
| Nassau, Bahamas*..... | Embassy |
| New Delhi, India*..... | Embassy |
| New York, N.Y. | USUN |
| Niamey, Niger*..... | Embassy |
| Nicosia, Cyprus*..... | Embassy |
| Nouakchott, Mauritania*..... | Embassy |
| Nuevo Laredo, Mexico..... | Consulate |
| Oran, Algeria..... | Consulate |
| Osaka-Kobe, Japan..... | Consulate General |
| Oslo, Norway*..... | Embassy |
| Ottawa, Canada*..... | Embassy |
| Ouagadougou, Burkina Faso*..... | Embassy |
| Palermo, Italy..... | Consulate General |
| Panama City, Panama*..... | Embassy |
| Paramaribo, Suriname*..... | Embassy |
| Paris, France*..... | Embassy, UNESCO, USOECD |
| Perth, Australia..... | Consulate General |
| Peshawar, Pakistan*..... | Consulate |
| Phnom Penh, Cambodia..... | Embassy |
| Ponta Delgada, Azores, Portugal..... | Consulate |
| Port-au-Prince, Haiti*..... | Embassy |
| Port Louis, Mauritius..... | Embassy |
| Port Moresby, Papua New Guinea..... | Embassy |
| Port-of-Spain, Trinidad and Tobago*..... | Embassy |
| Prague, Czech Republic*..... | Embassy |
| Praia, Cape Verde..... | Embassy |
| Pretoria, South Africa*..... | Embassy |
| Pusan, Korea..... | Consulate |
| Quebec, Canada..... | Consulate General |
| Quito, Ecuador*..... | Embassy |
| Rabat, Morocco*..... | Embassy |

Posts annotated with an asterik (*) operate Overseas Employee Associations.

| Location of Office | Type of Office |
|-------------------------------------|-------------------|
| Rangoon, Burma* | Embassy |
| Recife, Brazil..... | Consulate |
| Reykjavik, Iceland..... | Embassy |
| Riga, Latvia..... | Embassy |
| Rio de Janeiro, Brazil* | Consulate General |
| Riyadh, Saudi Arabia* | Embassy |
| Rome, Italy*..... | Embassy, FODAG |
| St. George's, Grenada..... | Embassy |
| St. Johns, Antigua and Barbuda..... | Embassy |
| St. Petersburg, Russia..... | Consulate General |
| San Jose, Costa Rica* | Embassy |
| San Salvador, El Salvador* | Embassy |
| Sanaa, Yemen Arab Republic..... | Embassy |
| Santiago, Chile*..... | Embassy |
| Santo Domingo, Dominican Republic* | Embassy |
| Sao Paulo, Brazil*..... | Consulate General |
| Sapporo, Japan..... | Consulate General |
| Sarajevo, Bosnia-Herzegovina..... | Embassy |
| Seoul, Korea*..... | Embassy |
| Shanghai, China*..... | Consulate General |
| Shenyang, China*..... | Consulate General |
| Singapore, Singapore* | Embassy |
| Sofia, Bulgaria*..... | Embassy |
| Stockholm, Sweden*..... | Embassy |
| Strasbourg, France..... | Consulate General |
| Surabaya, Indonesia..... | Consulate General |
| Suva, Fiji*..... | Embassy |
| Sydney, Australia..... | Consulate General |
| Tallinn, Estonia..... | Embassy |
| Tashkent, Uzbekistan..... | Embassy |
| Tbilisi, Georgia..... | Embassy |
| Tegucigalpa, Honduras* | Embassy |
| Tel Aviv, Israel*..... | Embassy |
| Thessaloniki, Greece*..... | Consulate General |
| Tijuana, Mexico..... | Consulate General |
| Tirana, Albania..... | Embassy |
| Tokyo, Japan*..... | Embassy |
| Toronto, Canada*..... | Consulate General |
| Tunis, Tunisia*..... | Embassy |
| Udon, Thailand..... | Consulate |
| Ulaanbaatar, Mongolia..... | Embassy |

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

| Location of Office | Type of Office |
|----------------------------------|-----------------------|
| Valletta, Malta..... | Embassy |
| Vancouver, Canada | Consulate General |
| Vatican City, The Holy See | Embassy |
| Victoria, Seychelles..... | Embassy |
| Vienna, Austria* | Embassy, UNVIE |
| Vientiane, Laos* | Embassy |
| Vilnius, Lithuania..... | Embassy |
| Vladivostok, Russia..... | Consulate General |
| Warsaw, Poland | Embassy |
| Washington, D.C..... | USOAS |
| Wellington, New Zealand* | Embassy |
| Windhoek, Namibia..... | Embassy |
| Yaounde, Cameroon* | Embassy |
| Yerevan, Armenia..... | Embassy |
| Zagreb, Croatia..... | Embassy |
| Zurich, Switzerland..... | Consulate General |

Abbreviations and Symbols

| | |
|--------|---|
| USNATO | United States Mission to the North Atlantic Treaty |
| USINT | United States Interests Section |
| USLO | United States Liaison Office |
| ICAO | International Civil Aviation Organization |
| UNEP | United Nations Environment Program |
| USUN | United States Mission to the United Nations |
| UNESCO | United Nations Educational, Scientific, and Cultural Organizations |
| USOEDC | United States Mission to the Organization for Economic Cooperation and Development |
| FODAG | Food and Agriculture Organizations |
| UNVIE | United States Mission to International Organizations in Vienna |
| USOAS | United States Mission to the Organization of American States |

Posts annotated with an asterisk (*) operate Overseas Employee Associations.

Section B

- **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Memo to Small, Disadvantaged, and Female (SD&F) Business Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services under the small purchase threshold will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

Recently, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative, statistical, research-type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

Firms wishing to do business with the Department of State may request a Vendor Profile Database Diskette. This system is maintained by OSDDBU and provides a diskette that contains over 100 fields of information to be completed. To obtain the diskette, phone (703) 875-6822. When complete, please remit to:

Small/Minority Business Enterprise Coordinator
A/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White
Operations Director
Office of Small and Disadvantaged Business Utilization

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127W
Washington, D.C. 20250
Telephone: (202) 720-7117
FAX: (202) 720-3001
Attn: Ms. Sharon Harris
Director, OSDBU

Department of the Air Force
The Pentagon, Room E271
Washington, D.C. 20330-1000
Telephone: (703) 697-1950
FAX: (703) 614-9266
Attn: Mr. Anthony DeLuca
Director, OSDBU

Department of the Army
The Pentagon, Room 2A712
Washington, D.C. 20310-0106
Telephone: (703) 697-7753
FAX: (703) 693-3898
Attn: Ms. Tracy Pinson
Director, OSDBU

Department of Commerce
14th Street & Constitution Ave., NW.
Room 6411
Washington, D.C. 20230
Telephone: (202) 482-1472
FAX: (202) 482-0501
Attn: Mr. Michael Keane
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 720-7117

Mr. Patrick Heller
(703) 697-1950

Lt. Col. Elizabeth Sawyer
(703) 697-2868

Ms. Brenda Black
(202) 482-1472

Departments

Women in Business Representatives

Department of Defense
The Pentagon, Room 2A338
Washington, D.C. 20301-3061
Telephone: (703) 614-1151
FAX: (703) 693-7014
Attn: Mr. Robert Neal
Director, OSDDBU

Ms. Dora Thomas
(703) 697-9384

Department of Education
400 Maryland Avenue, S.W.
Room 3120, ROB-3
Washington, D.C. 20202-0521
Telephone: (202) 708-9820
FAX: (202) 401-6477
Attn: Ms. Vi Sanchez
Director, OSDDBU

(Vacant)
Call Director

Department of Energy (BU-1)
1000 Independence Ave., S.W.
Washington, D.C. 20585
Telephone: (202) 586-8383
FAX: (202) 586-3075
Attn: Ms. Corlis S. Moody
Director, OSDDBU

Ms. Brenda DeGraffenreid
(202) 586-8383

Department of Health and Human Services
200 Independence Ave., S.W.
Room 517D
Washington, D.C. 20201
Telephone: (202) 690-7300
FAX: (202) 690-8772
Attn: Mr. Verl Zanders
Director, OSDDBU

Ms. Angel Graves
(202) 690-6670

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 3130
Washington, D.C. 20410
Telephone: (202) 708-1428
FAX: (202) 708-7642
Attn: Mr. Joseph Piljay

Mr. Joseph Piljay
(202) 708-1428

Departments

Women in Business Representatives

Department of the Interior
18th & C Streets, N.W.
Room 2727
Washington, D.C. 20240
Telephone: (202) 208-3493
FAX: (202) 208-5048
Attn: Mr. Ralph Rausch
Director, OSDBU

Ms. Doris Sanford
(202) 208-7437

Department of Justice
Ariel Rios Building
12th & Penn. Avenue
Room 3235
Washington, D.C. 20530
Telephone: (202) 616-0521
FAX: (202) 616-1717
Attn: Mr. Joseph Ken Bryan
Director, OSDBU

Ms. Eleanor Geary
(202) 616-0521

Department of Labor
200 Constitution Ave., N.W.
Room C2318 200
Washington, D.C. 20210
Telephone: (202) 219-9148
FAX: (202) 219-9167
Attn: Ms. June Robinson
Director, OSBMA

Ms. Katherine Lee
(202) 219-9151

Department of the Navy
Building 5, Crystal Plaza
Room 120
Washington, D.C. 20360-5000
Telephone: (703) 602-2700
FAX: (703) 602-2477
Attn: Mr. Don Hathaway
Director, OSDBU

Ms. Janet Koch
(703) 602-2695

Department of State
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6824
FAX: (703) 875-6825
Attn: Mrs. Durie White
Operations Director, OSDBU

Ms. Linda Taylor
(703) 516-1953

Departments

Women in Business Representatives

Department of Transportation
400 – 7th Street, S.W., Room 9410
Washington, D.C. 20590
Telephone: (202) 366-1930
FAX: (202) 366-7228
Attn: Ms. Luz A. Hopewell
Director, OSDBU

Ms. Pat L. Hodge
(202) 366-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 6100 Annex
Washington, D.C. 20220
Telephone: (202) 622-0530
FAX: (202) 622-2273
Attn: T.J. Garcia
Director, OSDBU

(Vacant)
(202) 622-0530

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 620
Washington, D.C. 20420
Telephone: (202) 565-8124
FAX: (202) 565-8156
Attn: Mr. Scott Denniston
Director, OSDBU (005SB)

(Vacant)
(202) 565-8124

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies and Departments

Women in Business Representatives

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 606-5150
FAX: (202) 606-5126
Attn: Ms. Donna Darlington
Director, Procurement Grants

Ms. Jean McCamley
(202) 606-4812

Independent Agencies and Departments

Agency for International Development
TT-2, Room 1200A
Washington, D.C. 20523-1414
Telephone: (703) 875-1551
FAX: (703) 875-1862
Attn: Mr. Ivan Ashley
Director, OSDDBU

Defense Logistics Agency
Cameron Station, Room 4C112
Alexandria, VA 22304-6100
Telephone: (703) 274-6471
FAX: (703) 274-0565
Attn: Mr. Lloyd C. Alderman
Director, OSDDBU

Environmental Protection Agency
401 M Street, S.W. Code A-149C
Washington, D.C. 20460
Telephone: (703) 305-7777
FAX: (703) 305-6462
Attn: Mr. Leon H. Hampton
Director, OSDDBU

Executive Office of the President
Room 5001, NEOB
Washington, D.C. 20500
Telephone: (202) 395-7669
FAX: (202) 395-3982
Attn: Ms. Thelma Toler
Director, OSDDBU

Export-Import Bank of the U.S.
811 Vermont Ave., N.W.
Room 1017
Washington, D.C. 20571
Telephone: (202) 565-3335
FAX: (202) 565-3319
Attn: Mr. Daniel A. Garcia
Director, OSDDBU

Women in Business Representatives

Ms. Betty Briscoe
(703) 875-1551

Mr. Anthony Kudders
(703) 274-6977

Ms. Margie Wilson
(703) 305-7305

Independent Agencies

Federal Trade Commission
6th & Pennsylvania Avenue N.W.
Room H700
Washington, D.C. 20580
Telephone: (202) 326-2258
FAX: (202) 326-2050
Attn: Ms. Jean Sefchick
Director, OSDDBU

General Services Administration
18th and F Streets, N.W., Room 6029
Washington, D.C. 20405
Telephone: (202) 501-1021
FAX: (202) 208-5938
Attn: Ms. Dietra Ford
Director, Office of Enterprise
Development

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3119
Washington, D.C. 20423
Telephone: (202) 927-7597
FAX: (202) 927-5158
Attn: Mr. Dan King
Director, OSDDBU

National Aeronautics and Space
Administration
300 E St., S.W.
Room 1T70
Washington, D.C. 20546
Telephone: (202) 358-2088
FAX: (202) 358-3261
Attn: Mr. Ralph Thomas, III
Associate Administrator, OSDDBU

National Science Foundation
4201 Wilson Blvd.
Arlington, VA 22230
Telephone: (703) 306-1330
FAX: (703) 306-0337
Attn: Mr. Donald Senich
Director, OSDDBU

Women in Business Representatives

Ms. Barbara Lorette
(202) 326-2260

Ms. Joan Fletcher
(202) 501-1021

Mr. Dan King
(202) 927-7597

Ms. Rae Martel
(202) 358-2088

(Vacant)
Call Director

Independent Agencies

Women in Business Representatives

Nuclear Regulatory Commission
Room 7217, MNBB
Washington, D.C. 20555
Telephone: (301) 415-7381
FAX: (301) 415-5953
Attn: Mr. Edward Tucker
Acting Director, OSDBU

Mr. Harris Coleman
(301) 415-7381

Office of Personnel Management
1900 E Street, N.W.
Room 2351
Washington, D.C. 20415
Telephone: (202) 606-2180
FAX: (202) 606-1464
Attn: Ms. Vivian Bethea
Acting Director, OSDBU

(Vacant)
Call Director

Railroad Retirement Board
1310 G St., N.W., Suite 500
Washington, D.C. 20036
Telephone: (202) 272-7742
FAX: (202) 272-7728
Attn: Ms. Marian P. Gibson
Director, OSDBU

Smithsonian Institution
915 L'Enfant Plaza, S.W.
Washington, D.C. 20560
Tel. (202) 287-3508
FAX (202) 287-3492
Attn: Mr. Mauricio P. Vera
Program Manager, OSDBU

U.S. Government Printing Office
Small/Disadvantaged Business Program Office
732 North Capitol Street, NW.
Washington, D.C. 20401
Tel. (202) 512-1356

Independent Agencies

U.S. Information Agency–M/O
330 C St., S.W.
Room 1611, HHS–S Building
Washington, D.C. 20547
Telephone: (202) 205–9662
FAX: (202) 401–2410
Attn: Ms. Georgia Hubert
Director, OSDDBU

U.S. Postal Service
475 L’Enfant Plaza West, S.W.
Room 3641
Washington, D.C. 20260–5616
Telephone: (202) 268–6578
FAX: (202) 268–6573
Attn: Mr. Richard J. Hernandez
Mgr., Supplier Diversity

Other Liaison Offices

Army–Air Force Exchange Service (AAFES)
Purchase Directorate
P.O. Box 660202
Dallas, TX 75266–0202
Telephone: (214) 312–3571

Defense Commissary Agency
East Service Center
ATTN: ES–AM
Bldg. P11200, 38th St. & E Ave.
Fort Lee, VA 23801–6330
Telephone: (804) 734–3834

Defense Commissary Agency
West Service Center
ATTN: WS–AM
Bldg. 3184
Kelly AFB, TX 78241–6290
Telephone: (512) 925–8231/6933

Women in Business Representatives

Mr. Richard J. Hernandez,
CPCM
(202) 268–6578

Independent Agencies

Women in Business Representatives

Office of Federal Procurement Policy
725 17th Street, N.W.
Room 9025
Washington, D.C. 20503
Telephone: (202) 395-4821
FAX: (202) 395-5105
Attn: Ms. Linda Mesaros
Deputy Associate Administrator for
Policy Development

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5053
Washington, D.C. 20230
Telephone: (202) 482-5061
FAX: (202) 482-5117
Attn: Ms. Joan Parrott-Fonseca
Director

Minority Business Development Agency
U.S. Department of Commerce
14th St. & Constitution Avenue, N.W.
Room 5096
Washington, D.C. 20230
Telephone: (202) 482-3261
FAX: (202) 482-5117
Attn: Mr. Raoul Quiros
Chief, Public Sector

Procurement Technical Assistance Center Program
George Mason University
4260 Chain Bridge Road
Suite B-2
Fairfax, VA 22030
Telephone: (703) 330-5458
FAX: (703) 330-5891
Attn: Ms. Amy Erwin
Assistant Director

Independent Agencies

Women in Business Representatives

Small Business Development Center
Howard University
2600 Sixth Street, NW., Room 125
Washington, D.C. 20059
Telephone: (202) 806-1550
Attn: Mr. Woodrow McCutchen, Director

Small Business Administration
409 3rd Street, S.W.
8th Floor
Washington, D.C. 20416
Telephone: (202) 205-6460
FAX: (202) 205-7064
Attn: Ms. Judith Roussel

* * * * *

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.

Section C

- **Subcontracting Opportunities**

Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities: Company names followed by an asterick represent those with the largest dollar value contracts at Dept. of State.

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

The American Institute in Taiwan
7 Lane 134 Hisan Yi Road
Section 3
Taipei, Taiwan
Contact: Mr. Jack Ferguson, Chief,
Management Services Section

Various subcontracting opportunities

American Management Systems, Inc.
1777 North Kent Street
Arlington, VA 22209
Contact: Mr. Jay Dunigan,
Contract Administrator
(703) 841-5514

Various opportunities related to data processing

ARA Environmental Services
9 Presidential Blvd.
Bala Cynwyd, PA 19004-0291
Contact: Mr. Jim Day (215) 667-8033

Various janitorial supplies, equipment, and labor services

AT&T
1120 20th St. N.W.
5th Floor
Washington, DC 20036
Contact: Jim Powers
(202) 647-9196
Contract: N00600-94-0344

Various subcontracting opportunities related to telephone equipment and services

Possible Prime Contractors Offering Subcontracting Opportunities

Bantec Technologies
5898 Condor Drive
Moorpark, CA 93021-2601
Contact: Mark Schneider
(805) 529-1500
Contract: 0000-125066

Berger/HOK Joint Venture
1819 H St., N.W., Suite 900
Washington, D.C. 20006
Contact: Gary Kettler,
Sr. Project Mgr.
(202) 331-7775
Contract: 1030-212606

Computer Based Systems, Inc.*
2750 Prosperity Ave., Ste. 300
Fairfax, VA. 22301
Contact: Daniel S. Ryan
(703) 849-8080
Contract: S-OPRAQ95D0673

Computer Sciences Corporation
3170 Fairview Park Drive
Falls Church, VA. 22042
Contact: Ms. Mary L. Cherry
(703) 641-2553
Contract: 0000-030054

Contact: Mr. Richard P. Brown
Contract: S-OPRAQ97D0009

Subcontracting Opportunities Available

Hardware Maintenance
support encompassing
ADP production resources

Various A&E services
related to minor new
construction projects;
facility rehabilitation
and system replacement
projects; physical and
technical security upgrades;
construction and renovation
of communications centers

Various subcontracting
opportunities

Various subcontracting
opportunities related to
program and systems services

Various subcontract
opportunities related to
Info. Tech. Support

Possible Prime Contractors Offering Subcontracting Opportunities

Dillingham Construction

International
5960 Inglewood Drive
P.O. Box 1089
Pleasanton, CA 94566
Contact: Mr. Robert Walker
(510) 483-3300
Contract: S-FBOAD-93-C0071

Dillingham Construction

International
(Address as above)
Contact: Ms. Lenore Thielen
(510) 463-3300
Contract: S-FBOAD-94-C0052

DynCorp*

7942 Cluny Court
Springfield, VA 22153
Contact: Mr. Dennis Egan
(703) 569-4063
Contract: 0000-225062

Contract: S-OPRAQ-95-C0675

DynCorp

DoS Air Wing/INM
Bldg. 985, P.O. Box 4338
Patrick AFB, FL 32925
Contact: Mr. Timothy Childrey
Contract: 2071-125123

Subcontracting Opportunities Available

Various materials and services,
in support of construction in
Singapore

Materials and services in
support of renovation of U.S.
Interests Section in Havana,
Cuba

Various subcontracting
opportunities related to
logistics support services

Miscellaneous visa and travel
services

Miscellaneous supplies,
equipment and services

Possible Prime Contractors Offering Subcontracting Opportunities

Dyncorp Aircraft
6801 Calmont Avenue
Dallas, TX 76116
Contact: Mr. John Harlin
(817) 732-4481 ext. 248
Contract: S-OPRAQ-94-C0646

Einhorn, Yaffee, Prescott
The Argus Building
Broadway at Beaver
P.O. Box 617
Albany, NY 12201-0617
Contact: Ed Kohlberg
(518) 463-2145

General Electric Company
Mobile Communications Division
4421 Forbes Boulevard
Lanham, MD 20706
Contact: Mr. Bob Gload or Mr. Joe Wilson
(301) 459-1617

GTE Gov't Systems*
Information Systems Division
15000 Conference Center Drive
Chantilly, VA 22021-3808
Contact: John McMullen, Jr.
(508) 880-4646
Contract: S-OPRAQ95D0594

Subcontracting Opportunities Available

Spare parts, travel
arrangements, equipment

Various A&E services related
to minor new construction
projects; facility
rehabilitation and system
replacement projects; physical
and technical upgrades;
construction and renovation of
communications centers

Various subcontracting
opportunities

Misc. installation materials

Possible Prime Contractors Offering Subcontracting Opportunities

Halifax Engineering, Inc.
5250 Cherokee Avenue
Alexandria, VA 22312
Contact: (703) 750-2202

Harbert International, Inc.
One Riverchase Parkway, South
Birmingham, AL 35201
Contact: Claude Roberts
(202) 987-5606

Inter-Con
900 S. Garfield Ave.
Alhambra, CA 91801-4441
Contact: Michael Placido
(213) 283-2732
Contract: S-OPRAQ96D0569

Intermodel, Inc.
9308 N.W. 13th Street
Miami, FL 33172
Contact: (305) 591-2419
Contract: S-OPRAQ95C0536

ITT Federal Services Corporation
One Gateway Plaza, 1330 Inverness Dr.
P.O. Box 15012
Colorado Springs, CO 80935-5012
Contact: G. Evans
(719) 574-5850(x230)
Contract: S-OPRAQ-95-C-0589

J.A. Jones Construction
J.A. Jones Drive
Charlotte, NC 28287
Contact: Mr. Mike L. Fitzgerald
(704) 553-3499

Subcontracting Opportunities Available

Various subcontracting
opportunities

Supplies, services, and
materials related to
office building construction/
renovation

Miscellaneous products in
support of guard services

Various subcontracting
opportunities related to
consolidated receiving point

Concrete, masonry,
metalwork, doors, windows,
hardware, woodwork, etc.,
related to construction of
new U.S. Embassy, Kuwait

Possible Prime Contractors Offering Subcontracting Opportunities

ManTech Strategic Assoc., Ltd.
12015 Lee Jackson Memorial Hwy.
Suite 700
Fairfax, VA 22033-3338
Contact: Robert Baldre'
(703) 218-0700
Contract: S-OPRAQ95C0176

Mitre Corporation
7525 Colshire Drive
McLean, VA 22102
Contact: Mr. Walter R. Pawlowski, VP
(703) 883-5501
Contract: 1045-155023

MPRI
1201 East Abingdon Dr.,
Ste. 425
Alexandria, VA 22314
Contact: Mr. Robert D. Wood
(703) 684-0853
Contract: S-OPRAQ-94C0406

Motorola, Inc.
1301 East Algonquin Rd.
Schaumburg, IL 60196
Contact: Elizabeth Manfield
(708) 576-4331
Contract: S-OPRAQ95C0521

The Orkand Corporation
8484 Georgia Ave., Suite 1000
Silver Spring, MD 20910
Contact: Mr. Anthony Schulien
(301) 585-8480

Pacific A & E
1601 N. Kent St., Ste. 900
Arlington, VA 22209
Contract: 2012-265007

Subcontracting Opportunities Available

Miscellaneous travel related
services

ADP hardware/software;
operating supplies and
services (indirect)

Various opportunities
for development and printing
of publicity materials

Various subcontracting
opportunities

Various subcontracting
opportunities related to
ADP software support services

Various subcontracting
opportunities

Possible Prime Contractors Offering Subcontracting Opportunities

Perini International Corporation
International Division
73 Mt. Wayte Ave.

Framingham, MA 01701

Contact: Mr. Donald Paula
(508) 628-2684

Pinkerton Computer Consultants, Inc.
1900 N. Beauregard St., Ste. 200
Alexandria, VA 22311

Contact: Mr. James Craig
(703) 820-5571

RTKL Assoc., Inc.
1140 Connecticut Ave., N.W.
Washington, D.C. 20036

Contact: Mr. Bernard Wulff
(202) 833-4400
Contract: 1030-290285

Ralph M. Parsons Co.
1133 15th St., N.W.

Washington, D.C. 20005

Contact: Terrence O'Brien
(202) 775-3453

Contract: 1030-290286

Statistica
30 West Gude Drive
Suite 300
Rockville, MD 20850

Contact: Mr. Robert Cole
(301) 424-1911

Contract: S-OPRAQ94C0492

Subcontracting Opportunities Available

Various subcontracting opportunities related to construction of Post Community Center and electrical upgrade of Embassy Building, Lusaka, Zambia

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security construction and renovation of communications centers

Various subcontracting opportunities

**Possible Prime Contractors Offering
Subcontracting Opportunities**

Stone & Webster Engineering Corp.
245 Summer Street
Boston, MA 02107
Contact: Mr. Peter W. Harris
(617) 589-5305
Contract: 1030-290289

TRW
Systems Division
One Federal Systems Park Drive
Fairfax, VA 22033
Contact: Mr. Alan Schmidt
(703) 968-2001

Unisys
8008 Westpark Dr.
McLean, VA 22102
Contact: Murray J. Schooner
(703) 556-5822s
Contract: S-OPRAQ95D0532

Wang Federal Systems*
etc.
7900 Westpark Drive
McLean, VA 22102
Contact: Ms. Marianne Kee
(703) 827-3807

Xerox Special Information Sys.
250 North Halstead St.
P.O. Box 7018
Pasadena, CA 91109
Contact: K.E. Hunter
(818) 351-2351
Contract: 0000-930125

**Subcontracting
Opportunities Available**

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various subcontracting opportunities

Various hardware, software, etc.

Computers, PCs, software,

Various electronic components and assemblies and metal work

Section D

- **Contacts for Trade and Investment-Related Issues**



Contacts for Trade and Investment-Related Issues

Department of State

| | | |
|---------------------------|-----------------------|----------------|
| Business Affairs | —Mr. David Ruth | (202) 647-1625 |
| Investment Affairs | —Mr. Wesley Scholz | 736-4247 |
| Development Finance | —Mr. Larry Butcher | 647-9426 |
| Economic Sanctions Policy | —Mr. Robert Maxim | 647-5673 |
| Trade Policy | —Mr. William E. Craft | 647-6690 |

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of the Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

Department of Commerce

| | | |
|---|----------------------------|----------------|
| Deputy Assistant Secretary for Services | —Mr. Graham Whatley, Actg. | (202) 482-5261 |
| Country Marketing: | | |
| Western Europe | —Mr. Peter Hale | 482-5341 |
| Eastern Europe and Soviet Affairs | —Ms. Suzanne Lotarski | 482-1104 |
| Central and Eastern Europe Business Information Center (CEEBC) | —Int'l Trade Specialist | 482-2645 |
| Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS) | | 482-4655 |
| Africa | —Mr. Gerald Feldman | 482-4927 |
| Near East | —Mr. Thomas Parker | 482-1860 |
| South Asia | —Mr. John Anderson | 482-5228 |
| Mexico | —AMERIFAX | 482-0300 |
| Latin America and Caribbean Basin | —Mr. Walter Bastian | 482-2436 |
| People's Republic of China and Hong Kong | —Mr. Donald Forest | 482-5527 |
| Japan | —Ms. Marjorie Searing | 482-4527 |
| Office for Service Industries and Finance | —Mr. Graham Whatley, Actg. | 482-5261 |
| Publications-Intl. Trade Adm. | —Mr. Thomas Witherspoon | 482-5487 |

| | | |
|---|------------------------|----------------|
| Foreign Commercial Service | —Ms. Dolores F. Harrod | (202) 482–6228 |
| Export Licensing Information | | (202) 482–4811 |
| U.S. Trade and Development | | |
| Agency | —Ms. Carol Stillwell | (703) 875–4357 |
| (feasibility studies and other planning services) | | |
| Definitional Missions | —Ms. Della Glen | (703) 875–4357 |
| Trade Information | | 1–800–USATRADE |

Defense Trade Controls:

For exporting licensing information on munitions, or technology “uniquely” designed for military application, contact Department of State, Defense Trade Controls (703) 875–6644 (licensing) or (703) 875–6650 (registration). You will be directed to an officer according to your requirements.

Agency for International Development

| | | |
|--|-------------------|---|
| Business Relations (OSDBU) | —Mr. Ivan Ashley | (703) 875–1551 |
| Center for Trade & Investment Services | —Ms. Deborah Diaz | (202) 663–2660 (local) (800) 872–4348 |

Overseas Private Investment Corporation

| | | |
|--------------------|--------------------------|----------------|
| | —Information Officer | (202) 336–8799 |
| Export-Import Bank | —Ms. Judith Nath, Acting | (202) 565–3200 |

Small Business Administration

| | | |
|-------------------------------|---------------------|----------------|
| Office of International Trade | —Ms. Eileen Cassidy | (202) 205–6720 |
|-------------------------------|---------------------|----------------|

| | | |
|----------------------------------|----------------------------|----------------|
| U.S. Trade Representative | —Ms. Phyllis Shearer-Jones | (202) 395–6120 |
|----------------------------------|----------------------------|----------------|

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 272 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (E/CBA) serves as the primary contact point for the business community in the Department. Officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. E/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1625).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in over 100 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The Regional Bureaus, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

Commercial Posts of the Department of State (Posts With No FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

| | |
|----------------------------------|-------------------------|
| Angola, Luanda | Malawi, Lilongwe |
| Benin, Cotonou | Mali, Bamako |
| Botswana, Gaborone | Mauritania, Nouakchott |
| Burkina Faso, Ouagadougou | Mauritius, Port Louis |
| Burundi, Bujumbura | Mozambique, Maputo |
| Cameroon, Yaounde | Namibia, Windhoek |
| Cape Verde, Praia | Niger, Niamey |
| Central African Republic, Bangui | Rwanda, Kigali |
| Chad, N'Djamena | Senegal, Dakar |
| Congo, Brazzaville | Sierra Leone, Freetown |
| Djibouti, Djibouti | Somalia, Mogadishu |
| Equatorial Guinea, Malabo | Sudan, Khartoum |
| Eritrea, Asmara | Swaziland, Mbabane |
| Ethiopia, Addis Ababa | Tanzania, Dar es Salaam |
| Gabon, Libreville | The Gambia, Banjul |
| Ghana, Accra | Togo, Lome |
| Guinea, Conakry | Uganda, Kampala |
| Guinea-Bissau, Bissau | Zaire, Kinshasa |
| Lesotho, Maseru | Zambia, Lusaka |
| Liberia, Monrovia | Zimbabwe, Harare |
| Madagascar, Antananarivo | |

Latin America

| | |
|---------------------------|----------------------------------|
| Bahamas, Nassau | Jamaica, Kingston |
| Barbados, Bridgetown | Netherlands Antilles, Curacao |
| Belize, Belize City | Nicaragua, Managua |
| Bolivia, La Paz | Paraguay, Asuncion |
| El Salvador, San Salvador | Suriname, Paramaribo |
| Guyana, Georgetown | Trinidad & Tobago, Port of Spain |
| Grenada, St. George's | Uruguay, Montevideo |
| Haiti, Port-au-Prince | |

Near East/South Asia

Afghanistan, Kabul
Bahrain, Manama
Lebanon, Beirut
Nepal, Kathmandu
Oman, Muscat
Qatar, Doha

Bangladesh, Dhaka
Jordan, Amman
Sri Lanka, Colombo
Syria, Damascus
Tunisia, Tunis
Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan
Burma, Rangoon
Cambodia, Phnom Penh
Fiji, Suva
Laos, Vientiane
Marshall Islands, Majuro
Micronesia, Federated States of
Kolonias

Mongolia, Ulaanbaatar
Palau, Koror
Papua New Guinea, Port Moresby
Solomon Islands, Honiara
Western Samoa, Apia

Europe

Albania, Tirana
Bermuda, Hamilton
Croatia, Zagreb
Cyprus, Nicosia
Estonia, Tallinn
Finland, Helsinki
Iceland, Reykjavik

Latvia, Riga
Lithuania, Vilnius
Luxembourg, Luxembourg
Macedonia, Skopje
Malta, Valletta
Slovak Republic, Bratislava
Slovenia, Ljubljana

New Independent States

Armenia, Yerevan
Azerbaijan, Baku
Belarus, Minsk
Georgia, Tbilisi

Kyrgyzstan, Bishkek
Moldova, Chisinau
Tajikistan, Dushanbe
Turkmenistan, Ashgabat

Section E

- **Other Department of State and Government
Subscriptions/Publications**



☐ **YES**, enter my order as follows:

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|------------------------|-----------------|---|------------|
| | 044-000-02469-1 | Guide to Doing Business with the Dept. of State | \$5.00 |
| Total For Publications | | | |

| Qty. | List ID | Title | Price Each |
|-------------------------|---------|---|------------|
| | COBD | Commerce Business Daily | \$275.00 |
| | DIPL | Diplomatic List | 9.50 |
| | KOFS | Key Officers of Foreign Service Posts | 5.00 |
| | DSTD | Department of State Telephone Directory | 16.00 |
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Electronic Services

EC/EDI Fact Sheet (The Basics)

What is Electronic Commerce (EC)?

Electronic Commerce (EC) is the paperless exchange of business information, using Electronic Data Interchange (EDI), electronic mail, electronic bulletin boards, electronic funds transfer, and other similar technologies.

What is Electronic Data Interchange (EDI)?

Electronic Data Interchange (EDI), a major part of Electronic Commerce (EC), is the computer-to-computer exchange of business data in a standardized format.

What are the major benefits of EDI?

- Increased business opportunities through wider diffusion of procurement information;
- Improved quality through improved record-keeping, fewer errors in data, reduced processing delays, less reliance on human interpretation of data, and minimized unproductive time;
- Greater competition and reduced prices;
- Savings from reduction of inventories, mailroom sorting/distribution time, elimination of lost documents, and reduction of postage and other mailing costs;
- Reduced order time; and
- Better and more up-to-date information for management decisionmaking.

What is necessary to begin using EDI?

Should you intend to become fully EDI-capable, you will need a personal computer, a modem, ANSI X12 compliant EDI translation software or access to an EDI translation service, EDI implementation conventions, and a subscription to a Value Added Network (VAN).^{*} However, should you opt not to become fully EDI-capable, it is possible for you to exchange EDI transactions with the Government through the use of services provided by Value Added Service (VAS) providers. Such services (EDI-to-Fax, for example) allow you to participate in the Government EDI-based acquisition efforts without investing in EDI-related computer hardware and software.

^{*}VAN price and services list can be found on the Internet at:

<http://www.saecrc.org/dodedi/edivan18.shtml>

Further, you will need to secure the following unique identification numbers for your business:

- DUNS number assigned by Dun and Bradstreet, 1-800-333-0505;
- CAGE code assigned by the Defense Logistics Service Center if you intend to do business with the Department of Defense; 616-961-4955; if you currently do business with DoD, you should already have a CAGE code;
- Tax Identification Number (TIN) assigned by the Internal Revenue Service, 1-800-829-1040.

What are some sources of information on EC/EDI?

Data Interchange Standards Association (DISA), the ANSI X12 Secretariat, 703-548-7005; ANSI X12 standards-related, membership, training, and conference information. Internet World Wide Web access via <http://www.disa.org>. ANSI X12 standards published by DISA may be obtained through EDI Support Services, 1-800-334-4912.

Defense Technical Information Center (DTIC); provides full and executive summary versions of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in electronic form. Internet World Wide Web access via <http://www.dtic.dla.mil> and via anonymous ftp at [asc.dtic.dla.mil](ftp://asc.dtic.dla.mil).

DoD Electronic Commerce Information Center, 1-800-EDI-3414; EC/EDI information packet, and other information. Internet World Wide Web access via <http://www.acq.osd.mil/ec/ecic.hpg.html>.

EDI World, 305-925-5900; a monthly industry magazine that contains information on EDI industry trends, user groups, conferences and seminars, and other information. An annual subscription cost is \$29.95.

Electronic Commerce Resource Centers; contact the Electronic Commerce Information Center for further information on one in your area.

Federal Electronic Commerce Acquisition-Program Management Office (ECA-PMO), 703-681-0369; Federal implementation conventions, Streamlining Procurement Through Electronic Commerce, and other related information. Internet World Wide Web access via <http://www.gsa.gov/ecapmo.htm> and <http://snad.ncsl.nist.gov/dartg/edi/fededi.html>, and FTP access via [ds.internic.net](ftp://ds.internic.net).

FedWorld BBS, a computer Bulletin Board System (BBS), 703-321-8020; provides documents related to EDI, including Streamlining Procurement Through Electronic Commerce. Internet World Wide Web access via <http://www.fedworld.gov>.

Government Printing Office (GPO), 202-512-0132; provides the full report version of the DoD Electronic Commerce (EC)/Electronic Data Interchange (EDI) in Contracting Report, December 20, 1993, in paper form; stock number 008-000-00643-1.

National Technical Information Service (NTIS), 703-487-4650; publishes *Federal Information Processing Standards Publication* (FIPS PUB) 161, NTIS Accession number SIPSPUB161-1, \$12.50. The Federal Government's intent to use ANSI X12 standards for EDI is documented in this standard.

Phillips Publishing International, 1-800-777-5006; publisher of *EDI Yellow Pages*, a directory of EDI products and services.

Prememos Corporation; provides ANSI X12 and UN/EDIFACT standards in electronic form. Internet World Wide Web access via <http://www.prememos.com>.

Procurement Technical Assistance Centers (PTACs); Government and privately funded organizations dedicated to helping small companies do business with the Federal Government. Call the Electronic Commerce Information Center for a list of PTACs in your area. For companies that are not currently DoD contractors, but who wish to do business with the DoD in the future, the PTACs can also serve as Government sponsors for them to obtain a CAGE code.

SBA Online, a computer Bulletin Board System, 800-697-4636; EC/EDI-related information, including EDI, A Guide to Translation Software. Internet World Wide Web access via <http://www.sbaonline.sba.gov>.

The following is a list of Centers that offer assistance to businesses interested in becoming EDI capable. Operating under DoD sponsorship, the centers serve all qualified business and government personnel. Services are provided either free or for a minimal fee.

Electronic Commerce Resources Centers (ECRCs)

| | | |
|-----------------|----------------|--|
| Atlanta, GA | (404) 894-9514 | robert.fulton@me.gatech.edu |
| Bremerton, WA | (206) 478-0333 | wilson@ctc.com |
| Cleveland, OH | (800) 991-3272 | kent.kemmerer@camp.org |
| Dayton, OH | (513) 449-6060 | jhoman@cole.sinclair.edu |
| Fairfax, VA | (703) 691-1507 | byoung@ecrc.gmu.edu |
| Johnstown, PA | (800) 231-2772 | michalec@ctc.com |
| Oakland, CA | (510) 748-6850 | shaw@ctc.com |
| Orange, TX | (409) 882-3950 | pdewitt@ecrc.kbsi.com |
| Palestine, TX | (800) 209-2772 | mikelabeau@ptxecrc.com |
| San Antonio, TX | (210) 732-1141 | butch@saecrc.org |
| Scranton, NY | (800) 572-3272 | linnm1@lion.uofs.edu |

FAR on CD-ROM

The Federal Acquisition Regulation (FAR) on CD-ROM can be obtained from the Government Printing Office (GPO) for \$80. Updates are sent out quarterly or when changes occur. The stock number is 722-009-000002. Make your check, money order, or credit card payable to the Superintendent of Documents. The mailing address is U.S. GPO, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250. The telephone number is (202) 512-1800.

OSDBU Bulletin Board

In June 1994, the Department of State, Office of Small and Disadvantaged Business Utilization began a new service to give the public immediate, self-service electronic access

to its two publications, *A Guide To Doing Business With the Department of State* and its current fiscal year *Forecast of Contract Opportunities*.

Users can immediately access the services on the U.S. Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) bulletin board system with a personal computer with or without ANSI support, a modem (settings: 8 bits, no parity, 1 stop bit, speeds 300–14400 baud), telecommunications software, and telephone line by calling (703) 875–4945. There is no charge for using any of the features of the OSDBU bulletin board. Files may be downloaded on demand using various error checking protocols, including ZModem, YModem, XModem, and Kermit.

For additional information about the OSDBU bulletin board, contact the Office of Small and Disadvantaged Business Utilization on (703) 875–6822.* For new users, you will fill out a registration form on the BBS that asks for point of contact, telephone number, address, business size status, and products provided.*

Foreign Affairs on the Internet

The Department of State Foreign Affairs Network (DOSFAN) is now on the Internet, providing global access to official U.S. foreign policy information—speeches, statements, and testimony by the President, Secretary of State, and other senior officials; plus Dispatch and Background Notes on countries and international organizations; congressional reports on trade practices; human rights, terrorism, narcotics control, and other subjects; daily briefing transcripts; directories of key officers at foreign service posts; travel information; and much more. Developed in collaboration with the University of Illinois at Chicago (UIC), DOSFAN is accessible in three ways on the Internet;

Gopher: dosfan.lib.uic.edu

URL: gopher://dosfan.lib.uic.edu/

WWW: <http://dosfan.lib.uic.edu/dosfan.html>

DOSFAN is updated daily. For more information about DOSFAN,
contact: john.a.shuler@uic.edu or by telephone at 312–996–2738.

Department of State Web Page: <http://www.state.gov>

Department of State Telephone Directory: GOPHER:dosfan.lib.uic.edu (contacts and telephone numbers).

Internet Address for the FAR

FAR--<http://www.far.npr.gov>

FAR--<http://www.gsa.gov/far/>

Some Useful Internet Addresses

FAI/CBD: <http://www.gsa.gov/staff/v/training.htm>

Department of Transportation: <http://www.dot.gov>

DFARS: <http://www.dtic.mil/dfars/>

NASA Federal Acquisition Jumpstation

<http://procure.msfc.nasa.gov/fedproc/home.html>

OMB Circulars: <http://www.whitehouse.gov/WH/EOP/omb>

Acquisition Reform Network: <http://www-far.npr.gov>

EPA RFPS: [gopher://www.epa.gov/11/Info/Procurement/](http://www.epa.gov/11/Info/Procurement/)

INTERNET CARRIERS WORLDWIDE--Net Access Worldwide List:

<http://www.best.be/iap/>

GAO: <http://www.gao.gov>

GPO: http://www.access.gpo.gov/su_docs/

GSA: <http://www.gsa.gov>

NCMA: <http://www.ncmahq.org>

Department of Transportation: <http://www.dot.gov>

CCR (Central Contractor Registration): <http://ccr.edi.disa.mil>

To search for an item when you don't know the address:

<http://www.yahoo.com>

<http://www.webcrawler.com>

For information on the House of Representatives Small Business Committee:

WWW address: <http://www.house.gov>

Gopher address: gopher.house.gov

Public internet address (smbizcom%hr.house.gov)

Small Business Administration On-Line Assistance

1-800-697-4623

SBA and other government agency information
Downloadable SBA information files and QWK mail

1-900-463-4636

14 cents/minute

SBA and other government agency information
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202-401-9600
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Internet E-Mail
On-line searchable data banks

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202-205-6400

www.sbaonline.sba.gov
Technical support 202-205-7333 TDD

A Guide To Doing Business With the Department of State is also available on Internet. The GOPHER address is <gopher://dosfan.lib.uic.edu.70>

The WEB address is <http://www.state.gov> (Go to State Department Administration).

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